

M e m o r a n d u m

Date: April 8, 2010

To: Administrative Services Division

Attention: Chief L. A. Paolini

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Administrative Services Division was conducted on October 27, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 16, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 67 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 35 items when rounded up to the next whole number (d).

April 8, 2010

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	43	64.18%	21.18	22
Telecommunications	19	28.36%	9.36	10
Fleet	4	5.97%	1.97	2
Weapons	1	1.49%	0.49	1
Total	67			35

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 33 of the 35 items were located. One item, an answering machine, was not located, and one other item was transferred to another command. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 9 of the 9 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment B, C, and D.

I request your command research and investigate the minor discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by July 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Administrative Services Division

Page 3

April 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Assistant Commissioner, Staff
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Administrative Services Division (070) March 16, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Answering machine	R49362	X					See CHP 51, 01-11-10, not located
Mobile radio	R58378				X		CHP 57, 12-11-09, to 001

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Administrative Services Division (070)**

ATTACHMENT B

	ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	UNIT CODE	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	142303	DVD PLAYER	170K1785	070	0	X					
2	143420	COMPUTER	2UB54603GZ	070	0	X					
3	144182	PROJECTOR, WHITEBOX	30001DV11679	070	0	X					
4	144873	PROJECTOR, PORTABLE		070	0	X					
5	149105	PRINTER	CNYBF28600	070	0	X					
6	160574	COMPUTER	MXL8231B8N	070	0	X					
7	160731	COMPUTER	MXL82319YF	070	0	X					
8	165013	COMPUTER	MXL8340KQN	070	0	X					
9	165109	COMPUTER	MXL8340KJ1	070	0	X					
10	165118	COMPUTER	MXL8340KK6	070	0	X					
11	91760	DESKTOP VOICE PRO	2710099491	070	0	X					
12	128237	LAPTOP N600C PIII/1.6	J25KB51F001	070	B	X					
13	131352	PRINTER	JPDKC40278	070	B	X					
14	142792	COPIER	56001370	070	B	X					
15	165012	COMPUTER	MXL8340KSB	070	B	X					
16	165015	COMPUTER	MXL8340KS4	070	B	X					
17	165021	COMPUTER	MXL8340KMF	070	B	X					
18	165254	COMPUTER	MXL8340KN4	070	B	X					
19	165265	COMPUTER	MXL8340KMD	070	B	X					
20	165266	COMPUTER	MXL8340KM8	070	B	X					
21	165278	COMPUTER	MXL8340KHX	070	B	X					
22	165279	COMPUTER	MXL8340KNT	070	B	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Administrative Services Division (070)**

ATTACHMENT B

	ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	UNIT CODE	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST											
1	107290	PRINTER LASERJET 5M	JPKG032089	070	0	X					
2	136813	PRINTER	JPKAC37337	070	0	X					
3	160727	COMPUTER	MXL8231B6N	070	0	X					
4	120937	SCANNER	CN13W21349	070	B	X					
5	142491	FAX MACHINE	U60284G5J314	070	B	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Administrative Services Division (070)

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	SERIAL #	LOC	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT												
1	R43369	Mobile Radio	1247970			070	X					
2	R46957	Mobile Repeater	3QPE037	6AVH340		070	X					
3	R47408	Mobile Repeater	1247969		7782583	070	X					
4	R49362	Answering Machine				070		X				See CHP 51, 01-11-10, not located
5	R58378	Mobile Radio	D1521	1111626	9934768	070				X		CHP 57, 12-11-09, to 001
6	R68535	Hand-Held Radio	11646	MM 09-014	402AXE7702	070	X					
7	R76769	Control Head - Mobile	1247969			070	X					
8	R86262	Control Head - Mobile	3QPE037	6AVH340		070	X					
9	R94026	Scanner	1247970		320Z44003138	070	X					
10	R94104	Scanner	3QPE037	6AVH340	320Z44002705	070	X					
EQUIPMENT TO INVENTORY LIST												
1	R45081	Mobile Repeater	1247970		7625535	070	X					
2	R53929	Scanner	1247969		45006506	070	X					
3	R86253	Control Head - Mobile	1247970			070	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
070	1247969	1247969	1 DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001
070	1247970	1247970	2 DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001
L	30PE037	6AVH340	3 DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001
070	D1628	1183636	4 POOL	2005	DOD	STRATUS	001

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
070 - Administrative Services Division

March 4, 2010

Officer Issued Weapons

(201) Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
------------	------------------	-------------------	-------------	-----------------	-----------------

Issued to officer:

Officer Issued Weapons Total:

Area Grand Total:

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

SUPPORTING DOCUMENTATION

M e m o r a n d u m

Date: January 11, 2010

To: Administrative Services Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Human Resources Section

File No.: 77.A05086.7-0015

Subject: RECONCILIATION OF MISSING TELECOMMUNICATIONS EQUIPMENT

Human Resources Section (HRS) received a spreadsheet listing one missing R-Numbered equipment item which was last known to be assigned to 030 – Personnel Management Division. This item was R49362, Dictaphone Answering Machine. Although a thorough inventory was conducted, HRS was unable to locate the item on the spreadsheet.

If you have any questions regarding this item, please contact Kathy Olivas, of my staff, at (916) 843-3677.


ALYSON COONEY
Commander

cc: Assistant Commissioner, Staff
Office of Inspections

070-02

VEHICLE NR:		D1521	
YEAR:	2001	LICENSE NR:	1111626
MAKE:	TOY	REPLACES VEHICLE:	
MODEL:	UNK	VIN:	JT2BK120410030204
CLASS CODE:	PI	DATE PLACED IN SERVICE:	10/12/2001
DEALER STOCK NR:		FUEL CARD #:	34350

EQUIPMENT

ITEM:	DESCRIPTION:
CELLULAR PHONE ANTEN	
CELLULAR PHONE MOUNT	
CHP RADIO CABLE	
FIRE EXTINGUISHER	
FIRST AID KIT	
RADIO - CHP	R-58178
RADIO CONTROL HEAD	R-81390

COMMENTS:

07-507

9-25-07 FROM 070 TO 078 @ 51748.

8-19-09 FROM 078 TO 070 TO CORRECT ASSIGNMENT.

ASSIGNED TO LOCATION: 001

RECEIVED BY:

(Signature)

PRINT NAME:

ID NUMBER:

DATE:

ODOMETER: 85986

TRANSFERRED FROM LOCATION:

DELIVERED BY:

(Signature)

PRINT NAME:

ID NUMBER:

DATE:

----- End of Report -----